



AMERICAN EMBASSY



Consular Investigations Assistant /

Consular Investigations Assistant-Trainee level

The incumbent is responsible for assisting the primary Fraud Prevention Officer, Consular Investigator and local Consular staff in combating all aspects of fraud in all types of visa cases. Incumbent also assists with other functions for non-immigrant visa issuance such as daily application intake, data entry and visa foil printing.

Are you fluent in English, Sinhala/Tamil? Do you have knowledge of local laws, customs, and local & international travel documents? Do you have good working knowledge of use of MS Office, databases, internet and social media tools? Are you flexible and able to work in fast-paced environment with close attention to details? If the answer is 'Yes' and you meet the qualifications below, then please send us your detailed CV along with a cover page containing the following questions & your answers:

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address & Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, and Location), 7. Are you between ages 18-60? (Y/N), 8. Have you completed GCE A/L successfully? (Y/N, if 'Y', Course Name, Institute, Starting & Ending Date of the course), 9. Do you have three years of work experience in customer service involving research and investigative work?/ **Trainee level candidates**-Do you have 1.5 years of work experience in customer service involving research and investigative work? (Y/N-If 'Y', state employer, position title, years/months of employment in each position & summary of duties), 10. Your current monthly take-home salary?

NOTE: If your answer is 'No' to questions 7, 8 and 9 your application will not be considered.

Consular Investigations Assistant: monthly take-home salary is Rs.83,700/-

Consular Investigations Assistant-Trainee: monthly take-home salary is Rs. 57,546/-

Applications without cover page may not be considered

Your application should reach us **on or before November 5, 2015**, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Consular Investigations Assistant/Consular Investigations Assistant-Trainee" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note that only shortlisted candidates will be contacted.

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